

# FY 2023



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## Community Based Agencies FY 2023 Notice of Funding Opportunities (NOFO) Pre-Proposal Conference

Wednesday, March 10, 2022 @ 9:00am

Via Zoom:

<https://pbcgov.zoom.us/j/82889870160>



# AGENDA



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## **Welcome, Housekeeping and Introductions**

Tammy K. Fields, Director, Youth Services Department (YSD)

## **Cone of Silence**

Helene Hvizd, Senior Assistant County Attorney

## **Overview of FY CBA NOFO Process and Guidance**

Geeta Loach-Jacobson, Director, Outreach and Community Programming (OCP)

## **Scope of Work and Logic Model**

Ike Powell III, Senior Program Specialist

## **Contract Preparation & Process**

Barbara Wheeler, Contract Manager

## **Fiscal Overview for NOFO Budgets and Website Page Overview**

Tyrell Hall, Financial Analyst II

## **NOFO Dashboard Demo**

Geeta Loach-Jacobson, Director, Outreach and Community Programming (OCP)

## **Closing/ Questions & Answers**

Tammy K. Fields, Director, Youth Services Department (YSD)



# WELCOME, INTRODUCTIONS, AND OVERVIEW



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**Tammy K. Fields, *Director***  
*Palm Beach County Youth Services Department*



# HOUSEKEEPING



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- Session is being recorded
- Put your name and agency name in the chat
- Participants on Mute
- Put questions in the Chat
- Website Q & A



# SIGN IN



## **Mandatory Pre-Proposal Conference**

The NOFO requires a proposer's attendance at today's ***mandatory Pre-Proposal Conference*** or an attestation that the recording of this conference has been reviewed.

Each proposer will be asked to confirm attendance or review when submitting proposal, and the application cannot be submitted without such attestation.

**For those attending, please add your name and agency in the chat.**

**The powerpoint and recording of this meeting will be available at:**  
[www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx)



# WHAT'S NEW



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- NOFO Proposal Portal
- Community Based Agencies Portal
- Outcome selection list
- Trauma Informed Care Training



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# VENDOR SELF SERVICE (VSS) AMENDMENTS TO NOFO



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## Amendments to NOFO

No oral interpretation of this NOFO shall be considered binding. Any interpretation, clarification, correction or change to this NOFO will be made only by written Amendment(s) issued prior to the Electronic Submission Deadline Date for receipt of proposals. As they are issued, all Amendments to this NOFO will be posted under the applicable solicitation on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Interpretations, corrections or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections or changes. It is the sole responsibility of the Proposer to routinely check VSS for any Amendments that may have been issued prior to the Electronic Submission Deadline Date for receipt of proposals. The Proposer should verify with the designated Contact Person prior to entering a proposal that all Amendments have been received. The County shall not be responsible for the completeness of any NOFO package not downloaded from VSS.

### Solicitation CBA2023

Procurement Folder: 1226303  
Solicitation: CBA2023  
Solicitation Type: Request for Proposals  
Description: Notice of Funding Opportunity for CBA FY2023

On Behalf Of Office: Palm Beach County  
Preparer Office: Palm Beach County  
Category: COMM BASE AGENCY  
Mail Responses To:  
IKE POWELL  
YOUTH SERVICES DEPARTMENT (561) 242-5713  
OUTREACH & COMMUNITY PROGRAMMING

Solicitation Version Number: 2  
Amendment: 1  
Status: Open  
Issued Date: 3/7/2022  
Closing Date: 4/4/2022  
Closing Time: 5:00 PM  
Time Left: 28 Days  
Public Bid Open Date:  
Public Bid Open Time:  
Phone: 561-242-5713  
Phone: 561-242-5716  
Online Responses Prohibited: Yes



Amendments 1 & 2 to VSS were a result of posting and repositioning attachments and did not include any changes to the NOFO Information Guidance attachment.

# TRAINING OPPORTUNITY



## Trauma Informed Care Introductory Training

**Wednesday March 16, 2022**

**9am-1pm via Zoom**

To register contact Giselle at:

[GBadillo@pbcgov.org](mailto:GBadillo@pbcgov.org)





# YOUTH MASTER PLAN



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## Strengthening the Steps to Success



Youth Master Plan  
for Palm Beach County



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**Helene Hvizd, *Senior Assistant County Attorney***



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**This NOFO includes a Cone of Silence.** The Cone of Silence will apply from the Electronic Submission Deadline Date and terminate at the time the awards are approved by the Board of County Commissioners.

Proposers are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at [https://pbcgov.org/legislativeaffairs/Misc\\_Documents/Lobbyist\\_Registration\\_Ordinance.pdf](https://pbcgov.org/legislativeaffairs/Misc_Documents/Lobbyist_Registration_Ordinance.pdf), is in effect. The Proposer shall read and familiarize themselves with all of the provisions of said Ordinance, but only for convenience, the provisions relating to the Cone of Silence are summarized here.

**"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Proposer or Proposer's representative and any County Commissioner or Commissioner's staff.** A Proposer's representative shall include, but not be limited to, the Proposer's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Proposer.



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## **When Does the Cone of Silence End?**

The Cone of Silence is in effect as of the Electronic Submission Deadline Date. The Cone of Silence shall terminate at the time that the BCC approves awards or contracts, all proposals are rejected, or other action is taken which ends the solicitation process.

## **When Oral Communications are Allowed**

The provisions of this Ordinance shall not apply to oral communications at any public meeting, including but not limited to pre-proposal conferences, and selection committee meetings. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee.

## **Ethics Commission**

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission.

<http://www.palmbeachcountyethics.com/>



# PROCESS AND GUIDELINE OVERVIEW



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**Geeta Loach-Jacobson, *Director***  
*Palm Beach County Youth Services Department*  
*Outreach and Community Programming*



# CBA FUNDING CYCLE



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## 3-Year Funding Cycle:

The following Action Area(s) will be issued a three (3) year contract which will be dependent on annual budget allocation from the BCC.

## FY 2023 NOFO Categories:

- 1. Health and Wellness Supports:** Ensure access to healthy foods and exercise options; address teen youth physical and mental health risks/issues
- 2. Ensure Safety and Justice:** A) Providing intervention and alternatives to crime; and B) Strengthen prevention efforts to deter entry into the delinquency system
- 3. Social and Emotional Learning Supports** through quality out-of-school time programs



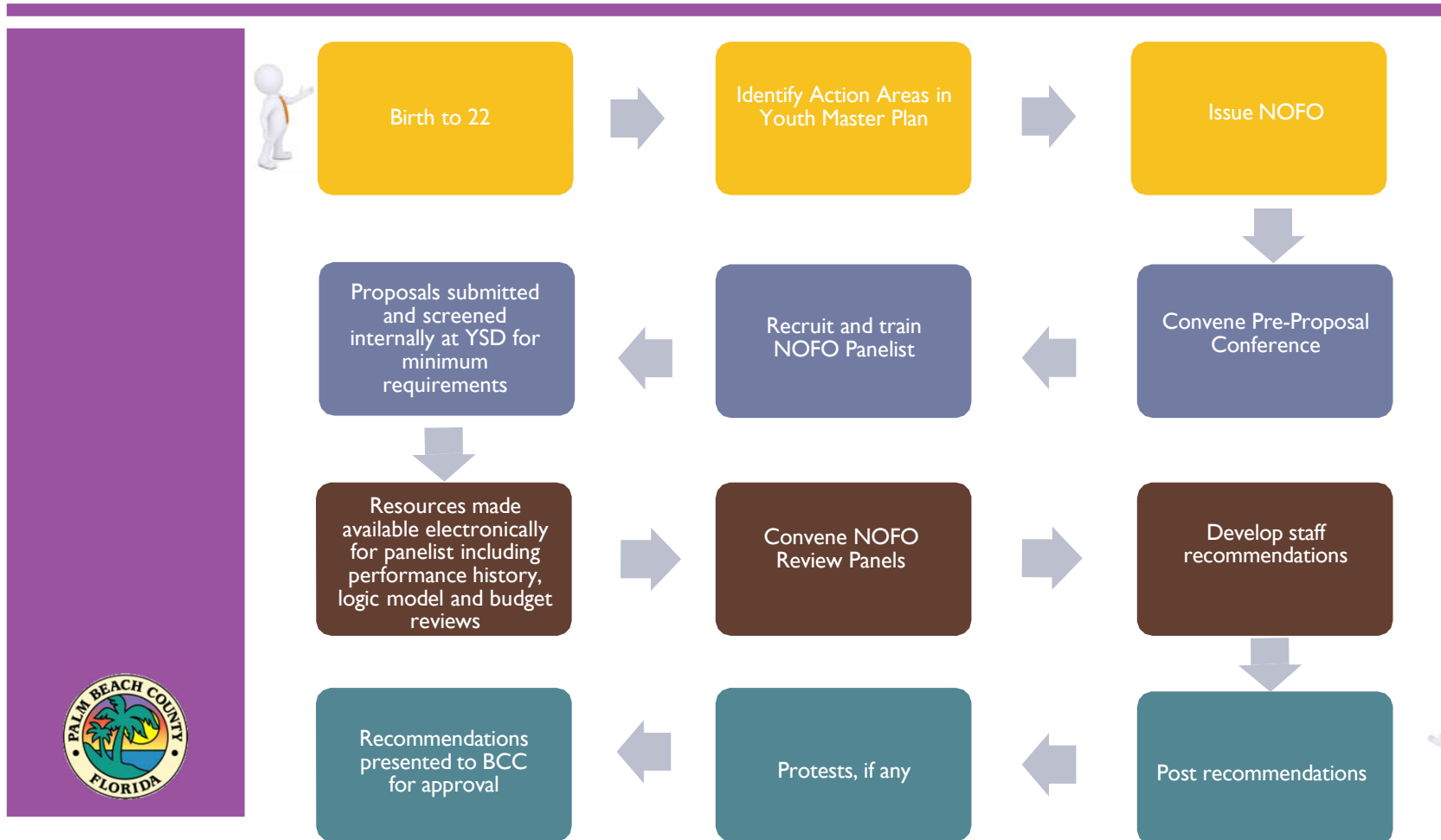
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# CBA NOFO PROCESS



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# NOFO TIMELINE

**SUBMISSION DEADLINE IS APRIL 4, 2022 @ 5:00 PM!**



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DATE	ACTIVITY
March 6, 2022	NOFO advertised
March 7, 2022	NOFO available to public
March 10, 2022	<u>Mandatory</u> Pre-Proposal Conference
March 24, 2022	Reviewer Training via Zoom
March 28, 2022	Final day to submit written questions
March 29, 2022	All questions to be answered, and posted on YSD website
April 4, 2022	Electronic Submission Deadline Date
April 25-27, 2022	Review Panels meet to finalize reviews and proposal scoring
May 4, 2022	YSD staff posts Recommended Contract Awards on YSD website under a tab titled "Notice of Funding Opportunities" at <a href="http://www.pbcgov.com/youthservices/Pages/NOFO.aspx">www.pbcgov.com/youthservices/Pages/NOFO.aspx</a>
May 11, 2022	Final date to submit written protest





# PROPOSAL HIGHLIGHTS



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All applicants attending the mandatory Pre-Proposal conference or have attested that they have viewed the recording of today's conference are approved to submit a full proposal.

The full written proposal must be completed online and submitted according to NOFO guidelines and is due no later than **April 4, 2022, by 5PM.**



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# PROPOSAL HIGHLIGHTS



## Proposals should:

- Address all components of the YSD CBA NOFO
- Be written in plain language, AND include a narrative that fully addresses all questions in THIS NOFO
- Provide citations for all data sources
- Specifically address the Action Area
- Select outcomes provided in the menu
- Submit proposals and required documents through the YSD NOFO Dashboard



# PROPOSAL HIGHLIGHTS



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## Proposals components:

- Description of Need - up to 10 points
- Local Data - up to 10 points
- Approach and Design - up to 25 points
- Evaluation Methods - up to 15 points
- Performance History - up to 5 points
- Resources and Sustainability - up to 15 points
- Budget - up to 20 points



# PRIORITY AREA SCORE



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The Review Panel will rank all proposals based on service's critical need, and on ensuring service availability and access to youth in need in Palm Beach County (e.g. If there are ten proposals, the top-ranked proposal will be awarded 10 points and so on).

The SCORE awarded to a proposal is reflective of how competitive the proposal is.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access. It is not based on the score for the rest of the proposal.



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# HEALTH & WELLNESS SUPPORTS:

Ensure access to healthy foods and exercise options; address youth physical and mental health risks/issues



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**Evidence-based or promising practice programs and services in this category must address at least one and no more than four outcomes and performance measures from the list below:**

1. Youth will benefit physically by participating in structured indoor and outdoor exercise as evidence by pre-post assessment.
2. Youth will increase their knowledge of stress reduction techniques as evidence by pre-post assessment.
3. Parents will increase participation in healthy lifestyle activities with their families as evidence by tracking log.
4. Youth will be connected to wellness opportunities including mental health, medical and/or nutritional services via agency referral system as evidence by completed referrals and follow-up documentation.
5. Youth will demonstrate improvement in self- acceptance, coping skills, and connectivity within the community, as evidenced by pre-post assessments.
6. Parents will show increased knowledge of trauma and inclusivity and the impact on their family and community, as evidenced by pre-post assessment.
7. Youth will demonstrate an increase in awareness and connection to positive behaviors, activities and life skills to reduce health risks as evidenced by pre-post assessments.



# HEALTH & WELLNESS SUPPORTS:

Ensure access to healthy foods and exercise options; address youth physical and mental health risks/issues



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## Suggested Uses of Available Funds:

- Business investment in food banks and other access programs.
- Community garden initiative.
- Availability of physical check-up to include vision, hearing, cholesterol, blood pressure and diabetes.
- Family healthy eating education.
- Community exercise.
- Demonstrate good nutrition-learning healthy swaps i.e. water vs. soda, salad vs. fries.
- Making healthy foods available- green markets, food banks, vending machines.
- Education- teen pregnancy, self-love, and sexually transmitted diseases.
- Referral system for navigation of services.
- Available substance abuse and mental health services.
- Access to screening for Adverse Childhood Experiences (ACEs) and appropriate follow-up care.
- Provide education on and access to stress reduction activities.
- Provide access to safe and clean parks and recreational spaces.
- Increase training for parents and youth to promote equitable practices, including:
  - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
  - Racial and gender equity training
  - Special needs awareness and inclusivity training
  - Trauma Informed Care



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# ENSURE SAFETY & JUSTICE:

- A) Providing intervention and alternatives to crime; and
- B) Strengthen prevention efforts to deter entry into the delinquency system



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**Evidence-based or promising practice programs and services in this category must address at least one and no more than four outcomes and performance measures from the list below:**

1. Youth will receive trauma-informed assessment and ongoing intervention to address needs as evidenced by the assessment and service plan.
2. Youth will demonstrate increased knowledge in gang prevention, academic success, peer pressure, anger management, and life skills as evidenced by pre-post assessment.
3. Youth will build positive relationships with adults and each other and feel a sense of connectedness/belonging to their school and community as evidenced by pre-post assessment.
4. Youth will remain active in the program for a minimum of 6 months and not reoffend during that time as evidenced by tracking log and juvenile justice documentation.
5. Youth will engage in an impact project to improve community safety and/or community relationships over a period of at least six months to include planning, organizing, implementing and reflecting on project as evidenced by project plan and completed project.
6. Youth will increase engagement in youth leadership groups focused on promoting equity, inclusion, violence prevention, anti-bullying and social justice efforts as evidenced by attendance log.
7. Youth will receive comprehensive, multi-component intensive support and intervention aimed at reducing risk of juvenile justice involvement or recidivism as evidence by service plan and tracking log.
8. Youth will receive ongoing academic support including tutoring, goal setting, post-secondary education preparation as evidenced by attainment of goals identified in service plan.
9. Parents will receive education and interventions to increase positive family support and stable family home environment as evidenced by pre-post assessment.



# ENSURE SAFETY & JUSTICE:

- A) Providing intervention and alternatives to crime; and
- B) Strengthen prevention efforts to deter entry into the delinquency system



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## Suggested Uses of Available Funds:

- Programs proposing to provide services aligned to DJJ's Supervised Release Continuum of Care\*\* for Alternative to Secure Detention Programming aka supervised release. Program must maintain minimum contact requirement and supervision as determined by Detention Risk Assessment Instrument (DRAI) score/ supervised release requirement from DJJ or per court-order.
- Address family violence issues, including domestic violence, as well as gang education/awareness training and community intervention.
- Provide highly structured out of school pro-social activities for middle and high school students with a strong focus on crime prevention, youth violence prevention and intervention with youth involved or with an enhanced risk of being involved in the juvenile justice system.
- Staff complete in-home visitation and supportive family programming.
- Parent support and education on the juvenile justice and court system.



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# ENSURE SAFETY & JUSTICE:

- A) Providing intervention and alternatives to crime; and
- B) Strengthen prevention efforts to deter entry into the delinquency system



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## Suggested Uses of Available Funds, cont'd:

- Provide opportunities for young people to get involved in their community and assume leadership roles. Development of youth leadership groups and linkage to PBCs B22 Future Leaders United for Change, focused on promoting youth voice, equity, inclusion, violence prevention, anti-bullying and social justice efforts.
- Deploy prevention programs, which provide early identification and prevention activities that educate parents and youth and provide alternatives to violent behaviors such as pro-social activities, tutoring, community service and other healthy options.
- Provide support and services to meet the mental health and behavioral health needs of youth and families for court-involved youth or youth at risk of becoming court-involved.
- Wraparound or case management systems that include a community liaison connecting youth and families to all justice/DJJ resources; utilizing a system of care model.
- Programs that incorporate innovative opportunities to access transportation.
- Provide academic support and assist youth to set and achieve individualized educational goals.
- Community-wide initiatives addressing crime and gang prevention.
- Programming that creates a connection between youth and positive role models from their community.



# SOCIAL & EMOTIONAL LEARNING (SEL) SUPPORTS through quality out- of-school time programs



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**Evidence-based or promising practice programs and services in this category must address at least one and no more than four outcomes and performance measures from the list below:**

1. Providers will demonstrate increased knowledge through training and professional learning opportunities to promote equitable practices as evidence by pre-post assessment.
2. Youth will demonstrate growth in leadership, life skills and problem solving knowledge as evidence by pre-post assessment.
3. Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.
4. Youth will benefit from positive social interactions as evidenced by tracking log.
5. Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.
6. Youth will demonstrate improvement in connectivity within the community, self-concept, and decreased isolation pre-post survey.
7. Youth will be provided opportunities to get involved in their community and assume leadership roles as evidenced by service plan and tracking log.
8. Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records.
9. Parents will demonstrate social and emotional skill building through at least three peer-support groups or educational sessions as evidenced by pre-post assessment.
10. Youth will increase knowledge of healthy relationships and awareness of bullying, dating and domestic violence as evidenced by pre-post assessment.
11. Youth will increase awareness of how identity is shaped by the media, peers, technology and the community by planning, organizing, implementing and reflecting on an impact project as evidenced by project plan and completed project.



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# SOCIAL & EMOTIONAL LEARNING (SEL) SUPPORTS through quality out-of-school time programs



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## Suggested Uses of Available Funds:

- Programming resulting in development of social and emotional skills in youth.
- Programming resulting in youth's cognitive, behavioral and social and emotional engagement. Youth will learn problem-solving; have opportunities to exercise collaboration, leadership, and choice; identify things of interest; and, feel socially supported within the environment.
- Provide opportunities for young people to get involved in their community and assume leadership roles.
- Build SEL skillsets of parents to influence their effectiveness in supporting youth SEL.
- After school and OST activities for middle and high school students that enable staff to support SEL and that builds a relationship with the community.
- Increase training and professional learning opportunities for all frontline professionals working with SEL development and/or providing OST supports to promote equitable practices, including:
  - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
  - Racial and gender equity training
  - Special needs awareness and inclusivity training
  - Trauma Informed Care



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# RESOURCE DOCUMENTS



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Please review the Birth to 22 appendix, Section 3, subsection 3.3.2 (<http://pbcirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>) for an additional list of Evidence-Based and emerging programs.

Blueprints for healthy youth development- registry of experimentally proven programs, (<https://www.blueprintsprograms.org/> )

The center for evidence-based mentoring, (<https://www.mentoring.org/program-resources/the-center-for-evidence-based-mentoring/> )

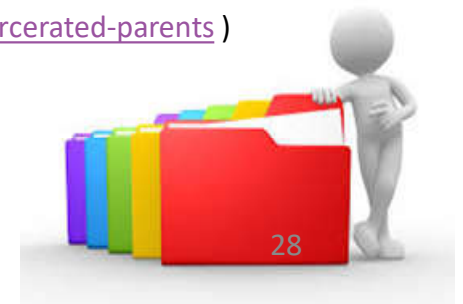
Compilation of Evidenced-Based Family Skills Training Programmes, United Nations Office on Drugs and Crime, (<https://www.unodc.org/documents/prevention/family-compilation.pdf> )

What Works, Wisconsin Evidence-Based Parenting Program Directory, ([https://fyi.extension.wisc.edu/whatworkswisconsin/files/2014/04/whatworks\\_08.pdf](https://fyi.extension.wisc.edu/whatworkswisconsin/files/2014/04/whatworks_08.pdf) )

National Institute of Corrections, (<https://nicic.gov/children-of-incarcerated-parents> )



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# Birth to 22 Data Deck



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## Birth to 22 Palm Beach County United for Brighter Futures

Palm Beach County Indicators of Child, Family and  
Community Risk, Well-being and Access to Supports



June 2020



[http://pbcbirthto22.com/pdf/PBC\\_Indicators\\_of\\_Child\\_Family\\_and\\_Community\\_Risk\\_Well-being\\_and\\_Access\\_to\\_Supports-2019.pdf](http://pbcbirthto22.com/pdf/PBC_Indicators_of_Child_Family_and_Community_Risk_Well-being_and_Access_to_Supports-2019.pdf)

# SCOPE OF WORK & LOGIC MODEL



**Ike Powell III**

*Senior Program Specialist*

*Outreach & Community Programming*



# SCOPE OF WORK



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The Scope of Work specifies the work that will be performed.

It is based on the information that is presented in the NOFO proposal and provides a thorough picture of what is expected.



## SCOPE OF WORK

Contract Period

Agency Name:

Program Name:

Target Population:

Geographic area(s) served:

Commission Districts:

Overview:

Evidence-based model or promising practice:

Observed Need/Risk Factor(s) that will be addressed:

Services:

Outcomes:

Reports Submission:

The AGENCY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A, Form 1
- Quarterly Report format, Exhibit A, Form 2
- Logic Model, Exhibit A, Form 3
- Final/Annual Report format, Exhibit A, Form 4

Projected number of clients served:



# TARGET POPULATION VS. GEOGRAPHIC AREA



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The **Target Population** should highlight the demographics and characteristics of the individuals you seek to serve.

The **Geographic Area\*** should tell us what communities or neighborhoods you will serve.

**\*Please confirm through these resources:**

- <http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html>
- <http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator>
- <http://pbcgov.org/countycommissioners/DistrictMaps/map.pdf>





# OVERVIEW



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The Overview section gives essential information about the content of the services to be provided. The overview only summarizes the provisions of the services. It is not intended to cover every aspect of the services to be provided.

In the overview, explain the area of need or the problem that you are trying to solve and how the problem is connected to the designated Action Area. Then, explain how your Agency can fill that need or provide a solution.



# EVIDENCE-BASED MODEL OR PROMISING PRACTICE



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Simply cite the evidence-based model or promising practice your agency will use to implement your program with fidelity.



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# SERVICES



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As the Agency entering into the contract, you are responsible for a particular type of activity and for providing a particular service to meet client/participant needs.

**List the services your program will provide.**



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# NUMBER OF CLIENTS SERVED



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Provide only the total number of participants that will receive the proposed service/activity under this proposal. If population is mixed, clearly indicate so, as in the below example.

Projected Number of Clients Served:  
30 adults/parents  
20 youth



# KEYS TO CREATING A GOOD LOGIC MODEL



Read the Description For Each Section of the provided Template



Use Specific & Concise Bullet Points



Answer Only What Is Asked For In Each Section



**Logic Model Tutorial Video:**

<https://pbcgov.org/youthservices/Pages/NOFO.aspx>

# CONTRACT PREPARATION



**Barbara Wheeler, *Contract Manager***

*Youth Services Department  
Finance, Contracting and Administrative Services*



# CONTRACT FOR COMMUNITY BASED AGENCY



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The Contract is made up of the terms and conditions required by the County. Also included in the contract will be:

- REPORTING REQUIREMENTS
- SCOPE OF WORK
- SCHEDULE OF PAYMENTS / PAYMENT TERMS
- UNIT COST OF SERVICE RATE AND DEFINITION
- STANDARD COUNTY CONTRACT PROVISIONS, including:
  - Non-Discrimination
  - Inspector General
  - E-Verify
  - Certificates of Insurance (COI)
  - Signature Authority



3/10/2022

**COMMUNITY BASED AGENCY CONTRACT**

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and (LEGAL NAME OF ENTITY), a (TYPE OF ENTITY) authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is \_\_\_\_\_.

**WHEREAS**, the AGENCY is a not-for-profit agency providing services to residents of Palm Beach County; and

**WHEREAS**, the AGENCY has agreed to assure access to funded services for the County departments, divisions and/or programs; and to assure that individuals referred from the County departments, divisions and/or programs will receive services on a timely basis.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

**ARTICLE 1 - SERVICES**

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the attached Exhibit A (Scope of Work). The AGENCY agrees to provide deliverables, including reports, as specified in Article 2. No changes in the Scope of Work or deliverables are to be conducted without the written approval of the Palm Beach County Youth Services Department (DEPARTMENT). The AGENCY receiving funding shall be accountable for the services in Palm Beach County and the AGENCY'S services, with the exception of funding, are limited to meeting the needs of Palm Beach County residents.

No part of the funding is intended to benefit any individual or recipient. All funding is intended for the overall benefit of the recipients of the services provided by the programs being funded herein.

The COUNTY'S representative during the performance of this Contract shall be Geeta Loach-Jacobson, Director of Outreach & Community Programming (telephone no. 561-242-5702).

The AGENCY'S representative/liaison during the performance of this Contract shall be \_\_\_\_\_, (telephone no. \_\_\_\_\_).

**ARTICLE 2 - SCHEDULE**

# CONTRACT PROCESS



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



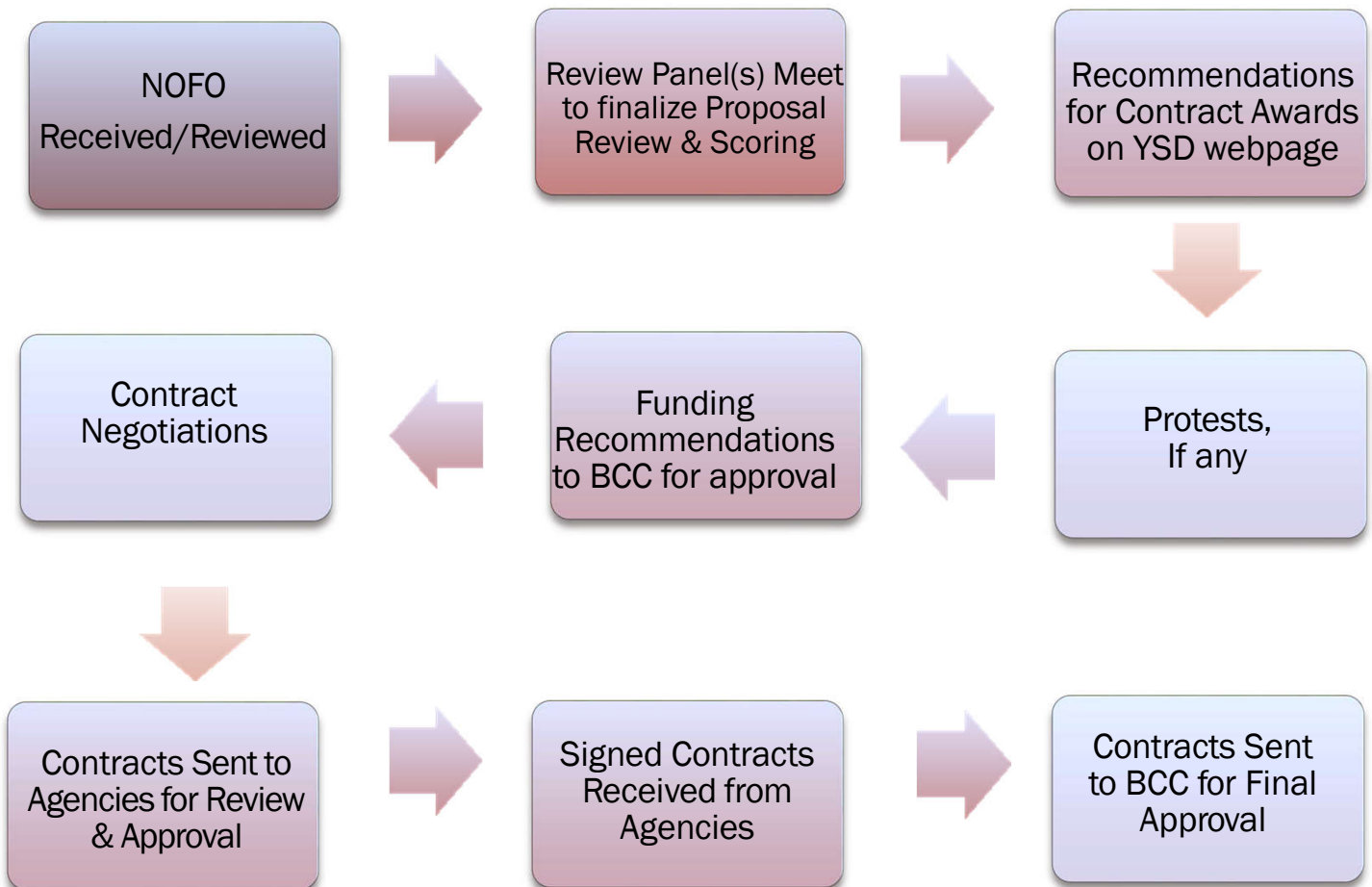
[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)





# FISCAL OVERVIEW FOR NOFO BUDGETS



**Tyrell Hall, Financial Analyst II**

*Youth Services Department  
Finance, Contracting & Administrative Services*



# NOFO SUBMISSION REQUIREMENTS



- **Total Program Budget** (program's total budget during the time period for which you are requesting funding, but not more than one (1) year)
- **Amount of Funding Requested** (how much you are requesting in the proposal)
- **Overview** (three (3) sentence overview of the program – this must be short and concise, and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications)



# NOFO SCORING

## Budget (up to 20 points)



Complete proposed program budget using the template/worksheet provided - Attachment 5.

Review the 'sample' and 'guidelines' tabs provided before completing the template.

Ensure the requested fund justifications are complete.

Ensure administrative expenses *are limited to no more than 15%*.

Provide a *Budget Justification* by describing in detail each of the line items requested in the budget. Employee positions should include brief descriptions of their duties in the program. If you are charging an indirect/administrative percentage fee, then you must remove any other line items related to indirect/administrative expenses. If an indirect cost percentage is being requested, an approved cost plan must be included.



# NOFO SCORING

## Budget (up to 20 points)



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Upload a *Total Agency Budget* to the proposal. The budget forms that are part of the proposal do not need to be utilized for your agency's total budget. Ensure ***CBA portion of the budget (amount of funding requested from Palm Beach County) is not more than 25% of the Total Agency Budget.***

Submit most recent completed audit report. If there were findings, describe corrective actions.

Submit Year-End Financial Statements and IRS Form 990. If not submitted explain why.

Submit Unit Cost of service rate definition.

Submit Unit Cost of service rate (Is this an industry standard? If so, please state source).

Ensure both the unit cost of service definition and rate are clear and accurately calculated.

Formulas used to arrive at the unit cost of service rate should be included.



# BUDGET TEMPLATE

## Attachment 5 to the NOFO



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- Formulas will sum program expense categories & admin percentage
- Must be completed with all FY23 submissions
- Includes clearly defined sections for programmatic and admin expenses
- Ensure expense narrative is clearly defined
- Will allow for better transparency and understanding of each program

CBA Budget Item	CBA Program Name	Palm Beach County CBA	Program Funder #3			TOTAL PROGRAM FUNDING (All Sources)
			Program Funder #3	Program Funder #3	Program Funder #3	
Plan Period: FY 2023		Proposed	Confirmed	Pending	Pending	Pending
<b>TOTAL PROGRAM FUNDING AMOUNT</b>		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<b>Program Expenses</b>						
<b>Personnel</b>						
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC CBA award and includes fringe benefits.	\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Program Assistant	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC CBA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 30,000.00			\$ 55,000.00
Program Assistant - Program Assistant	Program Assistant expense for Program Assistant. Fringe benefits for this position total (\$1,500), with 50% allocated to Palm Beach County CBA in the amount of \$900.	\$ 7,500.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 37,500.00
Community Educator	Community Educator position is the primary interface with local schools, churches and support groups. Total salary (including fringe benefits) billed to Palm Beach County CBA = \$99,045	\$ 800.00				\$ 800.00
Other Occupancy	Travel: Rent for areas that house admin staff should be billed separately under admin section. Rent expense for Lake Worth facility. Total rental expense for FY23 = \$95,000. Allocation to Palm Beach County CBA award = \$20,000. Remaining \$75,000 will be paid by other operations.	\$ 27,050.00				\$ 27,050.00
Programmatic Materials	Commercial, General, Liability Insurance	\$ 30,000.00				\$ 30,000.00
Printing	Electric Utility Service expense for location x	\$ 3,800.00				\$ 3,800.00
Telephone	Water Utility Service expense for location x	\$ 3,250.00				\$ 3,250.00
Other	Electric Utility Service expense for location x	\$ 2,400.00				\$ 2,400.00
Other	Water Utility Service expense for location x	\$ 1,200.00				\$ 1,200.00
Other	Telephone expense for location x	\$ 850.00		\$ 1,500.00		\$ 2,350.00
Other	Telephone expense for location x	\$ 350.00		\$ 900.00		\$ 1,250.00
<b>Operational Fees</b>						
Reference Development Fee	Reference Development program fee	\$ 1,800.00				\$ 1,800.00
Staff Training	Staff training expense for programmatic/intervention training for client support	\$ 1,100.00				\$ 1,100.00
Program Support	Program staff mileage reimbursement for client and training related meetings	\$ 350.00				\$ 350.00
<b>Administrative Expenses</b>						
<b>Personnel</b>						
Executive Director	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$81,000. 5% allocation to Palm Beach County CBA = \$4,050.	\$ 4,250.00				\$ 4,250.00
Accounting Fees	Accounting and audit expenses for CBA program. Annual accounting fee = \$800. Annual audit fee = \$2,000. Total expense = \$2,800.	\$ 2,800.00				\$ 2,800.00
Consultants	Accounting and audit expenses for CBA program. Annual accounting fee = \$800. Annual audit fee = \$2,000. Total expense = \$2,800.	\$ 2,800.00				\$ 2,800.00
<b>TOTAL PROGRAM EXPENSES</b>		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,900.00	\$ 176,345.00



# BUDGET TEMPLATE



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CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2020		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT = \$		112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<u>Program Expenses</u>	<u>Narrative</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES = \$		104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
<u>Administrative Expenses</u>	<u>Narrative</u>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County CBA = % \$4,250	\$ 4,250.00				\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for CBA program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00				\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES = \$		7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award			6%			

Sheet will tally your **program** and **administrative expenses** and calculate the % of administrative cost.

Remember to ensure CBA portion of the budget is not more than 25% of the Total Agency Budget.



# ADMINISTRATIVE COSTS



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CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2018		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<b>Program Expenses</b>	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES =		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
<b>Administrative Expenses</b>	<b>Narrative</b>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%				

- Must be approved in your submitted budget
- Must be tracked separately on your General Ledger
- 15% cap on administrative costs
- Cost allocation plan or activity logs needed for split funded/dual responsibility staff members
- If submitting an indirect cost rate for admin costs, you must also include the approved cost plan





# DEVELOPMENT OF UNIT COST OF SERVICE RATE



Agency should determine all costs that will be incurred to run the program (including administrative costs) and how much of those will be charged to the CBA program.



Agency should review historical outputs (if available) to determine the total amount of units they expect to produce.



The total dollar amount of the program divided by the number of units expected should be your proposed unit rate.

Units claimed will require the agency to submit deliverables depending on whether units are based on hours of service (client service) or hours of staff time. See Attachment 6 for deliverables such as proof of service or payroll, timesheets, attendance records, activity logs.





# UNIT COST OF SERVICE RATE & DEFINITION

## Attachment 6 to the NOFO



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- Program, Agency, and Contract Period fields will be filled with data entered into the Dashboard
- Provide the Unit Cost of Service Rate Definition. Ensure the Unit Cost of Service Rate Definition is clearly stated and includes the proposed number of units to be provided
- Provide the Unit Cost of Service Rate (Is this an industry standard? If so, please state source). Ensure the Unit Cost of Service Rate is accurately calculated and that formulas used to arrive at the cost are included.
- Provide the Total Contract amount
- Select the Deliverables option (Service or Staff Time) that will be relied upon to support the number of units to be claimed by your agency on a monthly basis (ie, payroll reports, activity logs, attendance records, etc).



### ATTACHMENT 6

#### UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A consist of submission to the COUNTY of certain "deliverables" as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

Program:	Community Based Agency:	
Contract Period:		
Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Total Cost of Service
	\$	\$ annually
TOTAL CONTRACT		\$
Deliverables Description:		
If Unit Cost is based on Hours of Service:		
<ul style="list-style-type: none"> <li>• Proof of Service (examples include client sign in sheets, attendance records, schedule)</li> <li>• Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li> </ul>		
If Unit Cost is based on Hours of Staff Time:		
<ul style="list-style-type: none"> <li>• Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports)</li> <li>• Timesheet (examples include time attendance records, activity log)</li> <li>• Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li> </ul>		

# FISCAL BACKUP DOCUMENTATION



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



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- General ledgers should be kept for each program, split by administrative and program costs.
- Expenditures in the general ledger should align to the costs included in the submitted budget and any significant changes to the budget should be submitted to the County for review before they are incurred.
- General ledgers should not include excess costs above the revenue being earned for the program year. If it is not being paid for with CBA funds it should not be in the general ledger.
- Submitted units must have backup documentation readily available for review upon request or at time of annual monitoring. Units being submitted should be for services and employees that are paid for by the CBA funding when at all possible.



# SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



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SAMIS is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as those proposed under this NOFO will create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways:

- quickens the reimbursement process
- fiscal workflow accountability and tracking
- provides an audit trail from creation through approval



# WHERE DO I GO TO ACCESS THE NOFO DOCUMENTS & POSTED INFO?



<http://www.pbcgov.org/youthservices>

## Youth Services

Home Outreach & Community Programming Residential & Family Coun

### Outreach & Community Programming

The Outreach and Community Programming Division (OCP) coordinates and plans programs and initiatives throughout Palm Beach County (PBC). The division evaluates and allocates resources to support Evidence Based Programs and promising practices serving youth (ages 0 to 22) and their families, and tracks outcomes. These programs promote healthy children, the reduction of youth violence, educational success and builds opportunities to reconnect youth to education, trade, trainings, and employment. The division collaborates with community organizations to achieve the goals and recommendations of the Palm Beach County Youth Master Plan.

The following programs are administered by the OCP Division:

- ➔ [Summer Food](#)
- ➔ [Summer Camp Scholarship](#)
- ➔ [Community Based Agencies](#)
- ➔ [NOFO](#)
- ➔ [Youth Empowerment Centers](#)
- ➔ [My Brother's Keeper Network of Palm Beach County](#)
- ➔ [Birth to 22: United for Brighter Futures](#)
- ➔ [Future Leaders United for Change](#)

Click here for guidance

Connect With Us:   



# WHERE DO I GO TO ACCESS THE NOFO DOCUMENTS & POSTED INFORMATION?



## Notice of Funding Opportunity for Community Based Agencies

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies Program for Fiscal Years (FY) 2023-2025 (October 1, 2022 – September 30, 2025). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) address the Action Area(s) identified in the Youth Master Plan for Palm Beach County entitled “Strengthening the Steps to Success” (YMP).

**NOTE:** Not all Action Area(s) identified in the YMP will be eligible for funding under this NOFO.

The Notice of Funding Opportunity (NOFO) was made available on Monday, March 7, 2022, at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

Click here to visit VSS

For assistance in searching for this NOFO, [click here](#).

Click here for guidance

To be eligible to submit a proposal, proposers must attend the Mandatory Pre-Proposal Conference. The Conference will be held virtually on Thursday, March 10, at 9:00 a.m.

### Mandatory Pre-Proposal Conference Information:

Zoom: <https://pbcgov.zoom.us/j/82889870160>

Meeting ID: 828 8987 0160

Passcode: 976847

Tap for mobile

7866351003,,82889870160# US (Miami)



# VENDOR SELF SERVICE (VSS)

## Business Opportunities/Solicitations



Beginning March 7<sup>th</sup>, the NOFO will be posted under the applicable solicitation on the County’s on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

All required documents will be found at the VSS site for viewing, printing and downloading.

The VSS system allows registered users and public access to view, print and download the solicitations but you **will not** be able to “apply” to the Request for Proposals/Notice of Funding Opportunity or submit your proposals through VSS.

Start by visiting the site at:  
<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.





# VENDOR SELF SERVICE (VSS)

## Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



**CGI Advantage** | [Purchasing Website](#) | [OEBO Website](#) | [PBC Vendor Directory](#)

**Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System**

As a registered vendor with Palm Beach County, VSS provides you with the following features:

- Business Opportunities:** Construction & Non-Construction Solicitations; Email Notifications of Business Opportunities; Public Access to Business Opportunities
- Financial Transactions:** Vendor Payment History; Review Currently Held Master Agreements
- Vendor Account Maintenance:** Addresses; Contacts; Commodity Code Selections (Vendors must select NIGP Commodity Codes for the goods(s) and/or service(s) they provide in order to receive email notifications of business opportunities with Palm Beach County.)
- Office of Equal Business Opportunity:** Small/Minority/Woman Owned Business Enterprise (S/MWBE) are encouraged to click on the Office of Equal Opportunity (OEBO) link above to learn how to certify their business with Palm Beach County. ALL vendors must be registered in VSS **PRIOR TO** beginning the S/MWBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Internet Explorer, Firefox, Microsoft Edge, Safari, iOS, or Android. Please **DO NOT USE** Google Chrome to complete the Vendor Registration.

For assistance in registering, please use the [VSS New Registration User Guide](#) to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the [VSS Activate Existing Account User Guide](#) to complete your account activation.

If you need further assistance, or have questions, **Palm Beach County VSS Assistance** is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

**Public Access:** [Register](#) | [Public Access](#)

**Announcements**

06/02/2021  
ATTENTION VENDORS -

If you are a landlord working with the Community Services Department for rental assistance on behalf of your tenant, please contact 355-4792 or e-mail [CSDLandlord@pbcgov.org](mailto:CSDLandlord@pbcgov.org) for assistance.

04/23/2020  
ATTENTION VENDORS -

Beginning February 3, 2020, ALL Vendors are REQUIRED to enter the following information when registering and/or modifying their VSS Account. (1) attach a current, signed W-9 IRS Tax form, OR if you are a foreign vendor, a current, signed W-8 IRS Tax Form; and (2) add the Commodity Code(s) associated with the goods or services your organization provides.

04/23/2020  
EFT/ACH Information: If you would like to set up or update your EFT/ACH Information, please contact The ACH Onboarding team via email at [pbcpaymentmgr@mypalmbeachclerk.com](mailto:pbcpaymentmgr@mypalmbeachclerk.com) to complete the EFT/ACH enrolment. Further questions or concerns regarding EFT/ACH should also be directed to said email.

**User Guides and Forms**

Click on a form below to either save it to your desktop or open it in Adobe.

- [VSS Quick Reference Guide for Solicitations](#)
- [VSS Activate Existing Account User Guide](#)
- [VSS New Vendor Registration User Guide](#)
- [W-8BEN](#)
- [W-8IMY](#)
- [W-8EXP](#)
- [W-8ECI](#)
- [W-8BEN-E](#)
- [Commodity Service Code Book\\_25th Edition](#)
- [Access forms](#)

**Help options!**

**Site navigating video**

**Registered vendors**

**Vendor Registration browser!!**

# VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



CGI Advantage [Purchasing Website](#) [OEBO Website](#) [PBC Vendor Directory](#)

[Home](#) [Help](#) [Accessible Help](#) [Site Map](#) [Privacy](#)

**Business Opportunities** **Vendor Registration**

**Solicitations** **Purchase History**

Welcome, New

Search for Solicitations

Show Me ... [All Solicitations](#) [Open Solicitations](#) [Closing Soon](#) [Recently Published](#) [Recent Amendments](#) [Recent Intentions](#) [Recent Awards](#)

Keyword Search :   [Advanced Search](#)

**ADVANCED SEARCH**

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
THERMAL INFRARED IMAGING/ULTRASOUND, MECH EQUIP, TC/RE-QUOTE) RFQ - 680 - 151001R/CC <a href="#">Summary</a> <a href="#">Details</a>	Purchasing Colleen Cardillo Goods & Service Request for Quotes(RFQ)	Published On : 1/10/22 Amended On : Closing On : 1/28/22 4:00 PM EST Time Left: 05:07:15 Intent Posted On:	Open
TRACTOR TRUCK, RENTAL OF, TERM CONTRACT RFQ - 680 - 555570/SS <a href="#">Summary</a> <a href="#">Details</a>	Purchasing Sandy Shea  Request for Quotes(RFQ)	Published On : 1/6/22 Amended On : Closing On : 1/31/22 4:00 PM EST Time Left: 3 Days, 05:07:15 Intent Posted On:	Open
Qualification Annual Contract/Painting & Weatherproofing RPQ - 410 - 18340 <a href="#">Summary</a> <a href="#">Details</a>	Facilities Dev & Ops Cathy Choban Construction Request for Prequalifications(RPQ)	Published On : 11/30/17 Amended On : 5/19/20 Closing On : 2/1/22 2:00 PM EST Time Left: 4 Days, 03:07:15 Intent Posted On:	Open
Prequalification for Annual Contract - Demolition RPQ - 410 - 18341 <a href="#">Summary</a> <a href="#">Details</a>	Facilities Dev & Ops Cathy Choban Construction Request for Prequalifications(RPQ)	Published On : 11/30/17 Amended On : 5/19/20 Closing On : 2/1/22 2:00 PM EST Time Left: 4 Days, 03:07:15 Intent Posted On:	Open



From the list of solicitations and opportunities, you may use the **ADVANCED SEARCH** option to find the NOFO for Youth Services.



# VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



CGI Advantage | PBC Purchasing | PBC OEBO | PBC Vendor Directory

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Business Opportunities | Vendor Registration

Solicitations | Purchase History

Welcome, New

Search for Solicitations

Show Me ... All Solicitations | Open Solicitations | Closing Soon | Recently Published | Recent Amendments | Recent Intents | Recent Awards

KEYWORD: \*YOUTH SERVICES\*

KEYWORD Search: \*YOUTH SERVICES\*

CATEGORY: Comm Based Agency

TYPE: Request for Proposals

Close Advanced Search

You may refine your search by any of the following:

KEYWORD: Enter \*YOUTH SERVICES\*

CATEGORY: Comm Based Agency

TYPE: Request for Proposals

The advanced search criteria is not required but may be helpful to more easily located this NOFO.



# VENDOR SELF SERVICE (VSS)

## Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



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PBCYSD

- Once you have located the NOFO, you may click on any of the following tabs:
- LOTS / LINES
  - ATTACHMENTS – this is where you can view, print or download the NOFO document
  - ADDITIONAL INFORMATION – for links to additional resources / information
  - EVENTS – for list of events related to this NOFO

**Reminder:** Mandatory Pre-Proposal meeting attendance is required to be eligible to submit a proposal under this solicitation. See NOFO for more details.

# WHERE DO I GO TO ACCESS ADDITIONAL INFORMATION?



www.pbcgov.com/youthservices



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[www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx)

## FY-2022-RFP

Palm Beach County Youth Services Department is accepting proposals for the Community Based Agency program for Fiscal Years (FY) 2022-2024 (October 1, 2021 – September 30, 2024). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) address the Action Area(s) identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

**NOTE:** Not all Action Area(s) identified in the YMP will be eligible for funding under this NOFO.

**The Notice of Funding Opportunity (NOFO) submission deadline was April 12, 2021.**

Funding Recommendations will be submitted to the Palm Beach County Board of County Commissioners on June 15, 2021.

For assistance in searching for this NOFO, [click here](#).

## FY 2022 NOFO Information

- [Questions & Answers - NOFO for CBA FY2022](#) - April 6, 2021
- [Feedback Survey – Mandatory Pre-Proposal Conference](#) - March 16, 2021
- [CBA FY 2022 NOFO Pre-Proposal Conference Presentation](#) - March 17, 2021
- [CBA Pre-Proposal Conference Zoom Recording](#) - March 17, 2021
- [Review Panel Meeting – Action Area 3](#) - April 28, 2021
- [Review Panel Meeting – Action Area 2](#) - April 29, 2021
- [Review Panel Meeting – Action Area 1 Part 1](#) - April 30, 2021
- [Review Panel Meeting – Action Area 1 Part 2](#) - April 30, 2021
- [Panel Review Score Form – Action Area 3](#) - April 28, 2021
- [Panel Review Score Form – Action Area 2](#) - April 29, 2021
- [Panel Review Score Form – Action Area 1](#) - April 30, 2021
- [Recommended Funding – NOFO for CBA's FY2022](#) - May 11, 2021

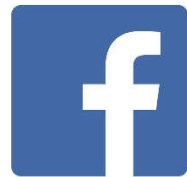


**SAMPLE**  
Page View from  
FY2022 NOFO  
Dates/Documents  
do not apply to this  
NOFO

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## YSD Scoop!



To sign up for the Department Newsletter, please send an email to:

Tevin Ali, Public Relations Specialist  
[tali@pbcgov.org](mailto:tali@pbcgov.org)



# NOFO Dashboard Demo

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



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**ENSURE BROWSER IS IN CHROME**

# NOFO Dashboard Demo



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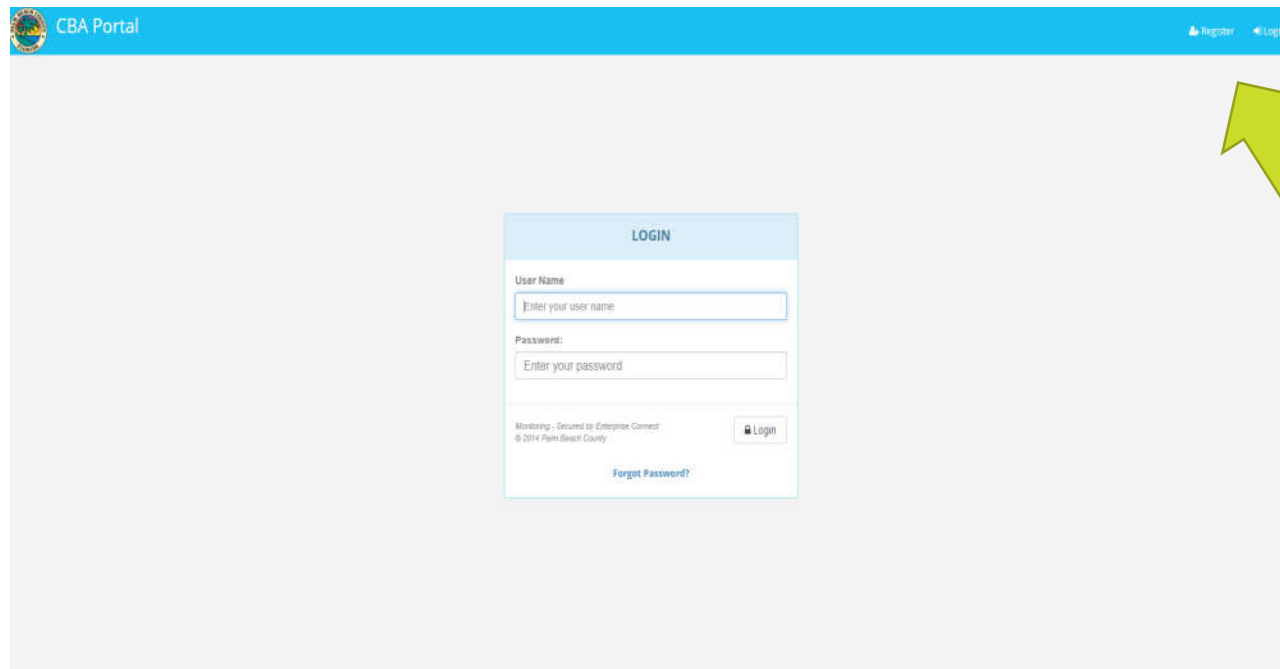
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Sign in or select *Register* at top right





# NOFO Dashboard Demo



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Palm Beach County - External User Registration

User ID :   
The User ID field is required.


First Name :

Last Name :

Contact Phone :

Password :

Confirm Password:

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Email address- User ID



Set up user account, then *Sign In*

# NOFO Dashboard Demo



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**Agency Dashboard**

Contract#	Agency Name	Contract Status
R2020-1293	Boys and Girls Clubs of Palm Beach County, Inc.	Approved
Program Name(s): BGCPCB Great Futures Program	Contract Term Date: 10/01/2020 - 09/30/2021	Type: CONTRACT
Desk Audit Status: Submitted		
On-site Monitoring Tool		
<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Reports</a>		
R2019-1378	Boys and Girls Clubs of Palm Beach County, Inc.	Approved
Program Name(s): BGCPCB Great Futures	Contract Term Date: 10/01/2019 - 06/30/2020	Type: CONTRACT
Desk Audit Status: Approved	Onsite Audit Status: Approved	CAP Status: Approved
On-site Monitoring Tool		
<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Corrective Action Plan</a> <a href="#">Reports</a>		
R2018-1668	Boys and Girls Clubs of Palm Beach County, Inc.	Approved
Program Name(s): BGCPCB Bright Futures Youth Volunteer Corp (YVC)	Contract Term Date: 10/01/2018 - 09/30/2019	Type: CONTRACT
Desk Audit Status: Approved	Onsite Audit Status: Approved	
On-site Monitoring Tool		
<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Reports</a>		

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For a registered agency – the default is the Monitoring Dashboard

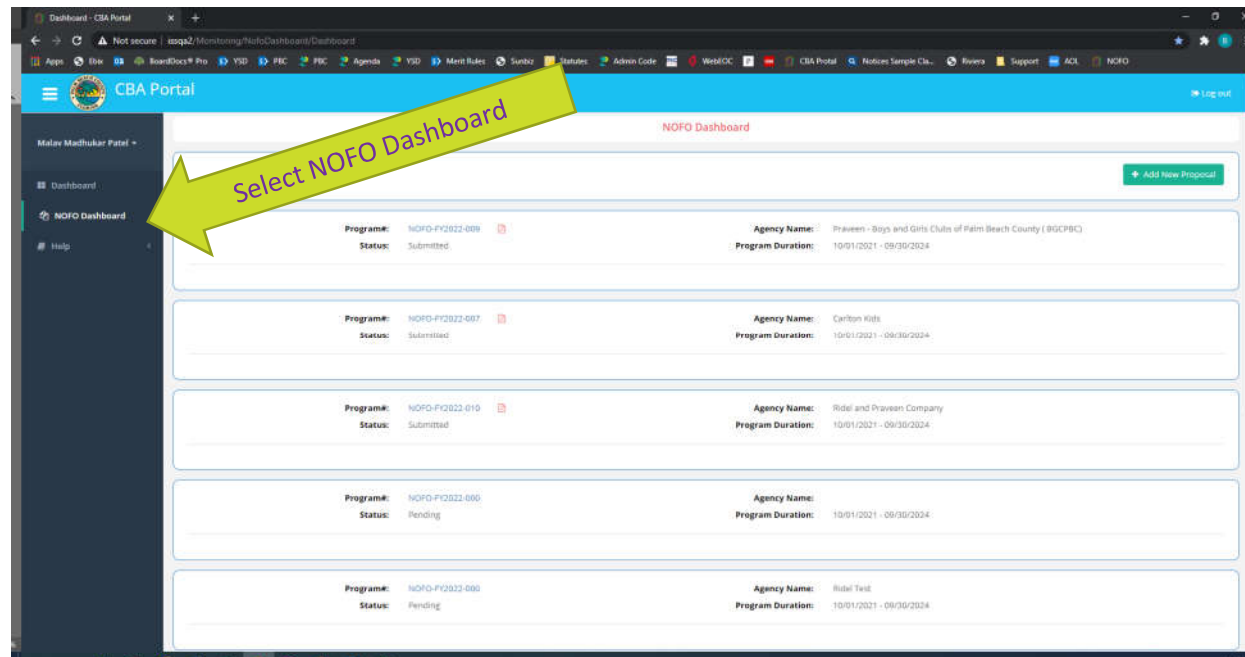




# NOFO Dashboard Demo



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Then, select NOFO Dashboard on left side



# NOFO Dashboard Demo



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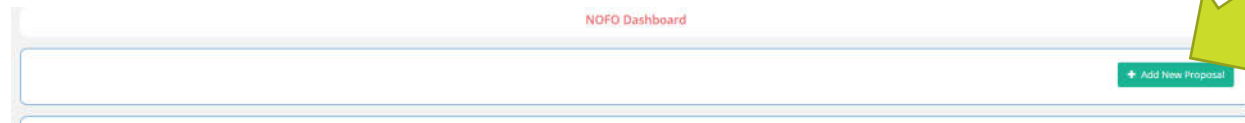
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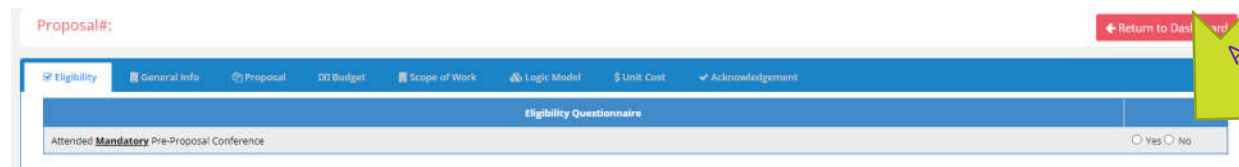
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Select the Add New Proposal button



Answer the Eligibility Questionnaire



# GENERAL INFORMATION TAB



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NOFO-FY2023-000

Return to Dashboard

Legal Name of Agency as recorded with the Division of Corporations (Sunbiz):\*

Fictitious Name, (d/b/a), if applicable:

Federal Employer Identification Number (FEIN):\*

Program Title:\*

Action Area:\*

Ensure Safety & Justice

Program Start Date:\*

End Date:\*

Program Status (existing or new):\*

--Select Any--

Mailing Address:\*

State:\*

Florida

Zip Code:\*

Contact Person Name:\*

Contact's Phone Number:\*

Contact's Email Address:\*

Name/Title of Person(s) Authorized to Legally Bind Agency (sign contract):\*

Commission District(s):\*

Search for District(s)

Total Program Budget:\*

(program's total budget during the time period for which you are requesting funding, but not more than one (1) year)

Amount of funding request from PBC:\*

Is the Agency accredited by Nonprofits First, Inc.?

Yes

Levels of accreditation:\*

--Select Any--

Excellence in Nonprofit Management

Sound Nonprofit Management

Core Nonprofit Management

Go Back

Save Continue

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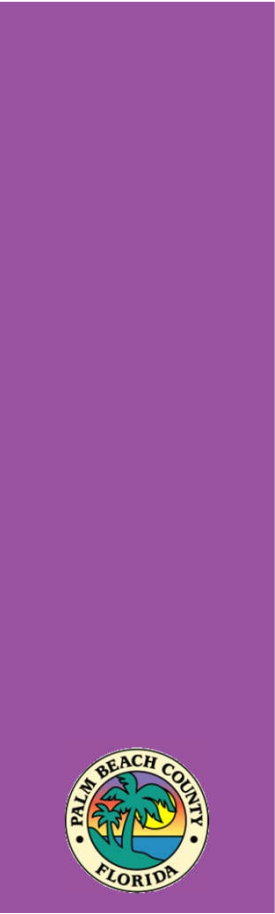


If accredited by Nonprofits First, Inc., select level

# PROPOSAL TAB



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The screenshot shows the 'CBA Portal' interface. At the top, it displays 'NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling' with a 'Return to Dashboard' button. Below this is a navigation menu with tabs: Eligibility, General Info, Proposal (selected), Budget, Scope of Work, Logic Model, Unit Cost, and Acknowledgement. The main content area is titled 'Proposal Templates' and lists six items, each with a teal expandable bar:

- 3.1 Description of Need (up to 10 points)
- 3.2 Local Data (up to 10 points)
- 3.3 Approach and Design (up to 25 points)
- 3.4 Evaluation Methods (up to 15 points)
- 3.5 Performance History (up to 5 points)
- 3.6 Available Resources and Sustainability (up to 15 points)

A yellow arrow points to the first teal bar with the text 'Click to Expand'. At the bottom of the main content area are 'Go Back' and 'Continue' buttons.

**Under the *PROPOSAL TAB*, please complete each of these. Click on teal color and the questions will expand for your responses.**

# DESCRIPTION OF NEED



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CBA Portal Log out

NOFO-FY2023-006 **Boring Your Audience to Tears** The Art of Story Telling Return to Dashboard

Eligibility | General Info | **Proposal** | Budget | Scope of Work | Logic Model | Unit Cost | Acknowledgement

**Proposal Templates**

3.1 Description of Need (up to 10 points)

3.1.1	What is the need in Palm Beach County that you are proposing to address?	Maybe the meat of the story you heard was interesting, but for some reason you just couldn't stay engaged. Or perhaps you heard an anecdote that completely blew you away, but when you tried to retell it, it didn't have nearly the same impact. Why was that?
3.1.2	Clearly define and identify who is impacted by the need, including identified subpopulations, if applicable.	youth, parents/guardians, and others
3.1.3	What areas of the County will be served? Include zip codes and confirm Board of County Commissioner's Commission District information. Please confirm through these resources: <a href="http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html">http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html</a> <a href="http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator">http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator</a> <a href="http://www.pbcgov.org/countyc commissioners/DistrictMaps/map.pdf">http://www.pbcgov.org/countyc commissioners/DistrictMaps/map.pdf</a>	West Palm Beach, Belle Glade, Pahokee, and South Bay
3.1.4	Clearly define demographics and important socio-economic characteristics of your priority population.	Parents, students
3.1.5	Report the estimated number of the priority population individuals your program will serve.	50

**GIS Map**

Go Back Continue

# LOCAL DATA



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CBA Portal Log out

NOFO-FY2023-006 **Boring Your Audience to Tears** The Art of Story Telling Return to Dashboard

Eligibility General Info **Proposal** Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.2 Local Data (up to 10 points)

3.2.1	What local Palm Beach County data or evidence exists to document the need?	Information on how to tell a good story.
3.2.2	Underserved Population(s) Served: provide clear descriptive data showing a group needing services that are currently not provided to them. This should be documented by data that show that a subgroup of the population being served is underrepresented among service recipients.	Nobody teaching anyone how to tell a good story
3.2.3	Underserved Area(s) Served: provide a clearly defined zip code or census tract area with underserved population that lacks providers in the identified area or close proximity to the area.	All Palm Beach County could use help

3.3 Approach and Design (up to 25 points)

3.4 Evaluation Methods (up to 15 points)

3.5 Performance History (up to 5 points)

Go Back Continue

# APPROACH AND DESIGN



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CBA Portal

Paul J Picard III

NOFO Dashboard

Help

NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling

Return to Dashboard

Eligibility General Info Proposal Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.3 Approach and Design (up to 25 points)

3.3.1 Explain what your program will do to meet the identified need.

3.3.2 Detail the services and specific activities your program will provide.

3.3.3 Indicate all program's proposed outcomes from the applicable Action Area for the funding period. For this Proposal, choose at least one and no more than four within the chosen Action Area. Choose only one Action Area per Proposal.

Choose at least 1 (no more than 4)

List of Outcomes

- Providers will demonstrate increased knowledge through training and professional learning opportunities to promote equitable practices as evidence by pre-post assessment.
- Youth will demonstrate growth in leadership, life skills and problem solving knowledge as evidence by pre-post assessment.
- Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.
- Youth will benefit from positive social interactions as evidenced by tracking log.
- Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.
- Youth will demonstrate improvement in connectivity within the community, self-concept, and decreased isolation as evidenced by pre-post survey.
- Youth will be provided opportunities to get involved in their community and assume leadership roles as evidenced by service plan and tracking log.
- Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records.

Go Back Continue

# APPROACH AND DESIGN CON'T



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CBA Portal

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NOFO-FY2023-006 Boring Your Audience to Tears The A

Return to Dashboard

Eligibility General Info Proposal Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.3.6	Describe how the program assesses client's needs and links them to identified services.	On-line through Zoom or other social media platforms.
3.3.7	Explain why you think this approach is the best way to engage the target population and to help them achieve the intended results. Include the research your agency did to identify and design the best approach to serve the target population and address the need.	Challenge them and provide incentives.
3.3.8	Collective Impact: The YMP was developed utilizing a collective impact approach, which included a great deal of community participation. Accordingly, please describe how the community will be involved in the design, delivery and evaluation of services, as opposed to merely receiving the services.	Community participation is a n
3.3.9	Under the <i>SCOPE OF WORK TAB</i> , please complete all fields. Refer to NOFO <b>Attachment 4</b> for sample. Include the services to be completed (including when, where, and how often they are provided), the timeline for completing each component of the implementation, the target population, the roles and responsibilities of your agency and your program partners.	
3.3.10	Program Innovation and Anticipated Challenges: provide a concise but detailed narrative that highlights particular program components that are innovative or ground-breaking and any anticipated challenges and plans to address challenges.	Not putting the audience to sleep is a good start.

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Scope of Work

Scope of Work



# EVALUATION METHODS



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NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling

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Eligibility General Info Proposal Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.4 Evaluation Methods (up to 15 points)

3.4.1	Evidence-based or promising practice programs and services must include many outcomes and performance measures from the applicable... detail the methods to be utilized in evaluating the progress in... outcome identified.	Pre and Post Surveys after story telling session
3.4.2	Clearly describe the evaluation methodology of the program being proposed.	I already said pre and post surveys
3.4.3	Under the LOGIC MODEL TAB, please complete all fields and ensure outcomes are SMART (specific, measurable, achievable, realistic and time-bound). Refer to NOFO Attachment 7 for sample.	
3.4.4	Identify applicable evaluation measurement tools and explain how it appropriately measures and tracks outcomes. Upload examples if available. Please upload any examples as a single file in PDF format.	it just does it magically!! Evaluation Samples.pdf
3.4.5	Illustrate how evaluation processes are incorporated into agency policy and procedures.	Concrete decisions

Go Back Continue

Logic Model Tab

Upload

# PERFORMANCE HISTORY



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## 3.5 Performance History (up to 5 points)

3.5.1 Discuss prior outcomes, expenditure of award, and other relevant data that demonstrate success of the services in your Proposal.

Nobody falls asleep and someone gets a chuckle out of the story.

Discuss prior outcomes, expenditure of award, and other relevant data that demonstrate success of the services in your Proposal.



# AVAILABLE RESOURCES & SUSTAINABILITY



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The screenshot shows the CBA Portal interface for a proposal titled "Boring Your Audience to Tears: The Art of Story Telling". The form is currently on the "Proposal" tab. The section "3.6 Available Resources and Sustainability (up to 15 items)" contains the following questions and answers:

Question ID	Question	Answer
3.6.1	Disclose other funding that your agency has received to address this need.	Always looking for cash.
3.6.2	Identify other funding that is available to support your agency in addressing this need.	local banks.
3.6.3	Describe how your agency will continue to address this need if current funding ends.	We will fold; no more story telling.
3.6.4	Explain how awarded funds will allow you to leverage additional dollars, if any.	Money Money Money makes the world go around.
3.6.5	Partners - Upload to your Proposal, the names of any partners that will assist your agency in addressing this need with partner letter(s) of support, and/or existing/proposed Memoranda of Understanding or Memoranda of Agreement. Explain the responsibility of each partnering agency. If Proposal includes mentoring, please upload documentation of membership with the United Way of Palm Beach County Mentor Partner.	Please enter your response here if applicable

A yellow arrow points to the "Upload" button in the bottom right corner of the form area.

- Disclose other funding that your agency has received to address this need.
- Identify other funding that is available to support your agency in addressing this need.
- Describe how your agency will continue to address this need if current funding ends.



# BUDGET TAB



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portal Log out

NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling Return to Dashboard

Eligibility General Info Proposal **Budget** Scope of Work Logic Model Unit Cost Acknowledgement

Proposal Templates

3.7 Budget (up to 20 points)

<p><b>3.7.1</b> Please complete a budget for the program for which you are submitting this Proposal. For this section, budget refers to a one year budget. Review the 'sample' and 'guidelines' spreadsheet tabs provided before completing the template. Refer to <b>NOFO Attachment 5</b> for sample.</p> <ul style="list-style-type: none"><li>• Ensure administrative expenses are limited to no more than 15%.</li><li>• Ensure the requested fund justifications are complete.</li><li>• Include a Budget Justification that describes in detail each line item requested in the budget. Employee positions should include descriptions of their duties in the program. If you are charging an indirect administrative percentage fee, then you must remove any other line items related to indirect/administrative expenses. If an indirect percentage is requested, an approved cost plan from a cognizant agency must be included.</li></ul> <p>Click to download the required <a href="#">program budget worksheet</a>. Refer to <b>NOFO Attachment 5</b> for sample.</p> <p>Please <b>upload</b> the completed program budget worksheet as a single file in PDF format.</p>	<p>see attachment</p> <p>Budget.pdf <span>Upload</span></p>
<p><b>3.7.2</b> Please upload a Total Agency Budget - The budget forms that are part of the Proposal do not need to be utilized for your agency's total budget. Ensure CBA portion of the budget (amount of funding request from Palm Beach County) is not more than 25% of the Total Agency Budget.</p> <p>Please <b>upload</b> Total Agency Budget as a single file in PDF format.</p>	<p>see attachment</p> <p>Total Agency Budget.pdf <span>Upload</span></p>

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# BUDGET TAB CON'T



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NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling

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Eligibility General Info Proposal **Budget** Scope of Work Logic Model Unit Cost Acknowledgement

**3.7.3** Under the *UNIT COST TAB*, please complete all Unit Cost of Service Rate and Definition fields. Refer to NOFO **Attachment 6**.

- Ensure the Unit Cost of Service Rate Definition is clearly stated and includes the proposed number of units to be provided (Is this an industry standard? If so, please state source).
- Provide the Unit Cost of Service Rate (Is this an industry standard? If so, please state source). Ensure the Unit Cost of Service Rate is accurately calculated and that formulas used to arrive at the cost are included.
- Select which Deliverables option will be relied upon to support the number of units to be claimed by your agency on a monthly basis (ie, payroll reports, activity logs, attendance records, et al).
  - If based on 'Service'  
**Proof of Service** (examples include client sign in sheets, attendance records, schedule)  
**Cover Memo/Invoice** (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)
  - If based on 'Staff Time'  
**Proof of Payroll Expense** (examples include copies of paystubs, automated payroll reports)  
**Timesheet** (including time attendance records, activity log)  
**Cover Memo/Invoice** (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

**3.7.4** If not accredited by Nonprofits First, Inc. upload the most recent Independent Audit report. If there were findings, describe corrective actions taken.

Please **upload** most recent Independent Audit report as a single file in PDF format.

Please enter your response here if applicable

**Unit Cost** (arrow pointing to 3.7.3)

**Upload** (arrow pointing to 3.7.4)

[Go Back](#) [Continue](#)

# SCOPE OF WORK TAB



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The screenshot shows the 'Scope of Work' tab in the CBA Portal. The proposal title is 'The Art of Story Telling'. The 'Target Population' section has 'Youth ages 18-22' selected. The 'Geographic area(s) served' section has 'Other' selected with the text 'Districts 2 and 6' entered. The 'Reports Submission' section has four options checked: 'Monthly Report format, Exhibit A, Form 1', 'Quarterly Report format, Exhibit A, Form 2', 'Logic Model, Exhibit A, Form 3', and 'Annual Report format, Exhibit A, Form 4'. The 'Overview' section contains the text 'The difference between writing and story telling'. A 'Go Back' button is at the bottom left and a 'Continue' button is at the bottom right.



- If Parent is selected, pay attention to Subcategories on the SOW
- Geographic areas, if no options in the specific bullet, use other and fill in

# LOGIC MODEL TAB



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Column 1 Problem/Situation <i>Instruction: Need/Problem/Situation</i>	Column 2 Service/Activity <i>Instruction: What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served, Timeframe &amp; # of Units</i>	Column 3 Outcome <i>Instruction: Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions</i>	Column 4 Indicator <i>Instruction: Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients ÷ by # Served)</i>	Column 5 Results <i>Instruction: Actual Number (#) and Percent (%) of Clients who Achieve the Outcome(# of Clients who achieved the outcome ÷ # Served)</i>	Column 6 Measurement Tool <i>Instruction: Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports</i>	Column 7 Data Source <i>Instruction: Collection Procedure &amp; Personnel Responsible</i>	Column 8 Frequency <i>Instruction: Time &amp; Frequency of Evaluation/Outcome Measurement</i>
Lack of Story telling skills	Learn the ABC's of Story telling	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.		Pre/post Assessments	Story Teller	When stories are told
Beginning with once upon a time	Learning not to begin your story with the above phras	Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan	Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.		Pre/post Assessments	Story Teller	Often
No one understands there are rules to story telling	22 Rules of Story telling by Pixar	Youth will increase engagement in out of school time activities as evidenced by	Youth will increase engagement in out of school time activities as evidenced by		Pre/post Assessments	Story Teller 2	Monthly or when necessary

[Go Back](#)

[Continue](#)



# UNIT COST TAB



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[Proposal](#)
[Budget](#)
[Scope of Work](#)
[Logic Model](#)
[Unit Cost](#)
[Acknowledgement](#)



Scope of Work

Unit Cost (1) <span style="float: right;">+ Add New</span>			
Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Number of Units Estimated	Total Cost of Service
Purchase of books	\$100.00	1000	\$100,000 (annually)
<b>Total Contract:</b>			\$300,000.00

Deliverables

- If Unit Cost is based on Hours of Service:
  If Unit Cost is based on Hours of Staff Time:
- **Proof of Service** (examples include client sign in sheets, attendance records, schedule)
  - **Cover Memo/Invoice** (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

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# ACKNOWLEDGEMENT TAB



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**CBA Portal** NOFO-FY2023-000

Log out

Return to Dashboard

Eligibility General Info Proposal Budget Scope of Work Log Model Cost Cost Acknowledgement

Zoom meeting attended at time of live broadcast.   
Recorded Zoom meeting posted in its entirety as posted on the YSD website under a tab titled "Notice of Funding Opportunity" at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx).

**Certifications**

I certify that I am authorized to submit this Proposal on behalf of the agency.

I certify that the information provided in the Proposal and the information provided in all supporting documents and forms is true and accurate.

I certify that the agency agrees that all awards and funding pursuant to this NOFO are within the sole and absolute discretion of the Palm Beach County Board of County Commissioners without recourse.

IRS Form 990 or CAE - I certify that the IRS Form 990 or other official governmental documentation proving IRS tax exempt status, or Comprehensive Annual Financial Report uploaded to this Proposal is a true signed unaltered copy of the Document submitted to the IRS or otherwise audited by an independent Certified Public Accounting firm, if accredited by Nonprofits First, Inc. This is not applicable.

**Acknowledgements**

I acknowledge that I have reviewed the Standard CBA Contract Sample posted on the YSD website under a tab titled "Notice of Funding Opportunity" at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx).

Signature:  Title:  Date:

Preview Submit

Go Back Continue

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# PRINT INFORMATION



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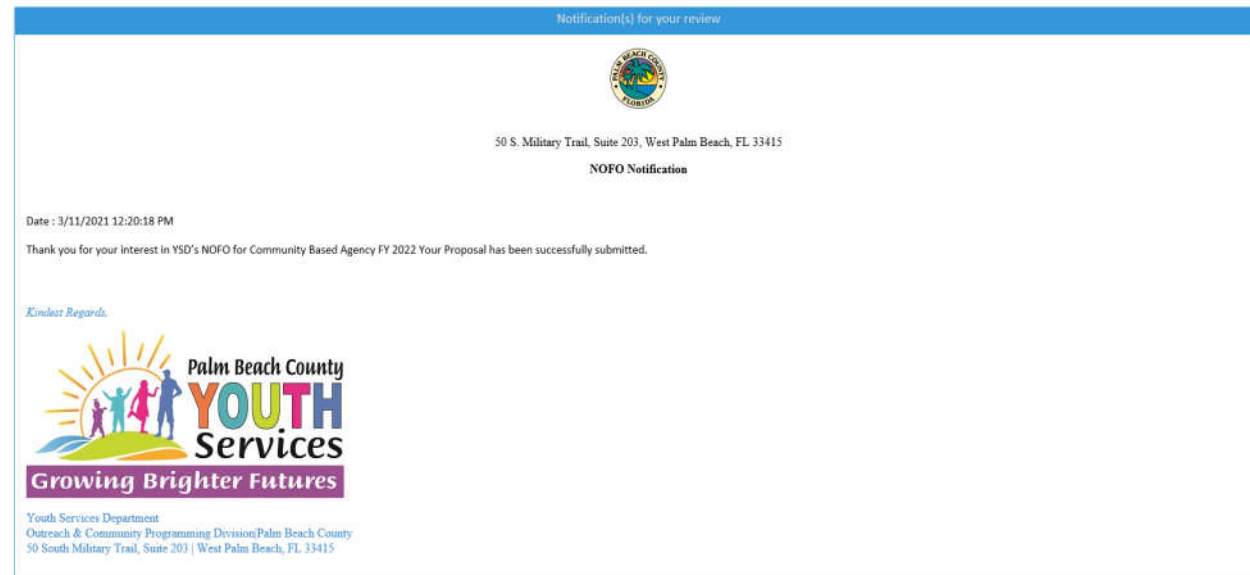
- Print PDF attachment (for a complete document)
- Tab related generated documents (Scope of Work, Logic Model and Budget)- the section number will be printed at the top
- Other attachments will have an identifier



# NOFO EMAIL NOTIFICATION



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Once Submitted, an acknowledgement email will be received.

**No edits can be made at that time – it is final**



# CLOSING / Q & A



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**Tammy K. Fields, *Director***  
*Palm Beach County Youth Services Department*



# TRAINING OPPORTUNITY



## Trauma Informed Care Introductory Training

Wednesday March 16, 2022

9am-1pm via Zoom

To register contact Giselle at:

[GBadillo@pbcgov.org](mailto:GBadillo@pbcgov.org)



# REMEMBER...



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**YOU MUST ATTEND OR ATTEST  
THAT YOU HAVE VIEWED THE  
MANDATORY PRE-PROPOSAL  
CONFERENCE RECORDING TO BE  
ELIGIBLE TO SUBMIT A PROPOSAL  
IN RESPONSE TO THIS NOFO FOR  
COMMUNITY BASED AGENCY!**



3/10/2022



# EVALUATIONS



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# QUESTIONS & ANSWERS



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